

**Missouri Department of Health and Senior Services
Child and Adult Care Food Program
Emergency/Homeless Shelters
Policy and Procedure Manual**

Table of Contents

Chapter 1. Introduction

General.....	1.1
History – National Level.....	1.2
Administration	1.3
Assistance Available.....	1.4
Definitions.....	1.5
Acronyms	1.6

Chapter 2. Eligibility Requirements

Public or Private Non-Profit Shelters	2.1
---	-----

Chapter 3. Applying to the Program

Forms to Complete.....	3.1
Application Forms - New Applicants	3.2
Review Process of Applications	3.3
Updating Application Information.....	3.4
Contract.....	3.5

Chapter 4. The Reimbursement System

Reimbursement Rates	4.1
Deadlines for Claim Submission	4.2
Claims Processing.....	4.3
Participation Controls	4.4
Changes in Authorized Representative.....	4.5
Mandatory Training Requirement.....	4.6
Access to the CACFP Web-Based System	4.7

Chapter 5. Requirements of Management – Independent Shelters (IC's)

Application Renewal Information.....	5.1
Required Recordkeeping.....	5.2
Criteria for Claiming Meals.....	5.3
Audits	5.4
Civil Rights Data Collection.....	5.5
Civil Rights Complaint Procedure	5.6

Claiming Infants.....	5.7
Chapter 6. Requirements of Management – Sponsoring Organizations	
Application.....	6.1
Number of Shelters Add or Delete.....	6.2
Required Recordkeeping.....	6.3
Disbursements.....	6.4
Application Information.....	6.5
Criteria for Claiming Meals	6.6
Audits	6.7
Program Assistance.....	6.8
Civil Rights Data Collection.....	6.9
Civil Rights Complaint Procedure	6.10
Agreement with Sponsored Facilities	6.11
Claiming Infants	6.12
Chapter 7. Meal Pattern	
Minimum Requirements for Meals: Ages 1-18	7.1
Requirements for Meals: Birth through 11 months	7.2
Component Definitions	7.3
Types of Meal Service	7.4
Food Substitutions for Disability or Medical and Special Dietary Needs	7.5A
Milk Substitutions for Medical and Special Dietary Needs (non-Disability).....	7.5B
Meals Not Provided/Prepared by Shelter.....	7.6
Processed Foods.....	7.7
Meal Service Times and Duration	7.8
Chapter 8. Recordkeeping	
Purpose of Records	8.1
Records to Support Program Cost.....	8.2
Records to Support the Claim.....	8.3
Records to Support Compliance	8.4
Chapter 9. The Monitoring Visit	
Areas Which Will Be Monitored	9.1
Meal Count Verification	9.2
Monitoring Policy	9.3
Monitoring Visit Report.....	9.4
Meal Service Compliance	9.5
Non-Profit Food Service Verification.....	9.6
Monitoring Findings	9.7
Review of All Food Purchase Receipts	9.8
Deficiencies/Disallowances	9.9

Termination and Disqualification	9.10
Suspension of Participation.....	9.11
Chapter 10. Free and Reduced Price Meals	
Eligibility	10.1
Commodities.....	10.2
Chapter 11. Procurement	
Overview.....	11.1
Determining the Purchase Method.....	11.2
Developing the Invitation For Bid	11.3
Criteria for Awarding the Bid.....	11.4
Opening, Evaluating, and Awarding the Bid.....	11.5
Monitoring the Contract.....	11.6
Standards of Conduct.....	11.7
Contracting with Small and Minority Firms	11.8
Chapter 12. Complaint and Appeal Procedures	
Actions Which Can BeAppealed	12.1
Types of Appeals	12.2
Filing an Appeal Request.....	12.3
Determination of the Hearing Officer.....	12.4
Appeal of Propose to Terminate Seriously Deficient	12.5
Chapter 13. Commodities	
Commodities or Cash-in-Lieu.....	13.1
References:	
7CFR 226	
www.dhss.mo.gov/cacfp	
Emergency/Homeless Shelters – Recordkeeping Essentials of the CACFP	
CACFP Food Chart – Children	
CACFP Food Chart – Infants	
Creditable Foods Guide	
Public Law 105-336 October 31, 1998	
CACFP-572 March 30, 1999	
CACFP-587 August 18, 1999	
CACFP Memorandum March 14, 2000	
FNS-MPRO Re: CACFP-607 March 2000	
FNS-MPRO Re: CACFP-677 June 2002	
FNS-MPRO Re: CACFP-764 September 12, 2005	
FNS-MPRO Re: CACFP-773 January 3, 2006 Interim Rule	
CACFP 11-2007	